



To: Dr. Mike Riggle
Board of Education

From: Dr. Kimberly Ptak

Date: June 25, 2018

Re: Approval of Revolving Fund Reimbursement

Recommendation

It is recommended that the Board of Education approve the reimbursement of the revolving fund in the amount of \$63,812.00.

Background

Board Policy 4080 established a revolving (imprest) fund for the purpose of allowing immediate payment for items which require prompt attention. Items paid using the revolving fund are processed and disbursed as needed. The revolving fund is subsequently reimbursed the total amount of expenditures paid on a monthly basis. The check registers attached indicate the expenditures that have been reviewed and processed using the revolving fund by the Business Services department in the form of paper checks and automated clearing house (ACH) electronic transactions.

A summary of the accounts payable bills included for approval is as follows:

Month: June 2018		
Fund	Fund Description	Amount
10	Educational	\$21,678.00
20	Operations and Maintenance	\$16,132.00
30	Debt Service	\$0.00
40	Transportation	\$0.00
50	Municipal Retirement/Social Security	\$0.00
60	Capital Projects	\$0.00
70	Working Cash	\$0.00
90	Fire Prevention & Life Safety	\$0.00
95	Glenbrook Aquatics	\$0.00
96	Community Programs	\$0.00
99	Student Activities *	\$26,002.00
Total		\$63,812.00

* Student Activities payments are included within the attached check registers, but represent student-funded transactions separate from district-funded transactions.

NORTHFIELD TOWNSHIP HIGH SCHOOL DISTRICT NO. 225

REIMBURSEMENT OF REVOLVING FUND

WHEREAS, Illinois School Code (105 ILCS 5/10-20.19) permits a school board to establish revolving funds to meet various minor and routine immediate expenses between meetings of the school board, provided such funds are in the possession of an appropriately bonded employee and subject to regular annual audit by licensed public accountants and other such examinations as the school board shall deem advisable and kept in accordance with rules of the Illinois State Board of Education; and

WHEREAS, pursuant to Board Policy 4080, this Board has established such a Revolving Fund under the control of the Assistant Superintendent for Business Services / CSBO, who is properly bonded; and

WHEREAS, pursuant to Board Policy 4080, all expenditures from the Revolving Fund shall be chargeable to a specific budgetary item and a monthly report and annual summary of all receipts and expenditures shall be submitted to the Board; and

WHEREAS, pursuant to Board Policy 4080, this Board is to make a monthly reimbursement to the Revolving Fund equal to the total expenditures of the previous month; and

WHEREAS, the Board has reviewed the monthly report of receipts and expenditures of the Revolving Fund and the recommended budgetary item attribution from the Assistant Superintendent for Business Services / CSBO;

NOW, THEREFORE Be it Resolved by the Board of Education of Northfield Township High School District No. 225, Cook County, Illinois, as follows:

Section 1: The Board approves the monthly Revolving Fund report as presented and attached hereto.

Section 2: General revenues of the District in the amount of \$63,812.00 shall be deposited into the Revolving Fund of the District as reimbursement for the previous month's expenditures.

Section 3: This Resolution shall be in full force and effect upon its adoption.

Upon motion by Member _____ to adopt the above Board Order, seconded by Member _____, a roll call vote was taken, and the Members voted as follows:

AYES: _____

NAYS: _____

ABSTAIN: _____

ABSENT: _____

The President declared the Motion duly carried this 25th day of June, 2018.

BOARD OF EDUCATION OF NORTHFIELD
TOWNSHIP HIGH SCHOOL DISTRICT NO. 225,
COOK COUNTY, ILLINOIS

By: _____
Skip Shein
President, Board of Education

ATTEST:

Rosanne Williamson
Secretary, Board of Education

AP Check Register

AP Run: Converted AP Check Run: 21649 — Post Date: 2018-05-09 — AP Run Type: R

Glenbrook High School District 225

Check Date	Check Number	Payment Type	Name	Check Amount
05/09/2018	32071	Check	Bauer, Patrick	245.00
Invoice Number	Description	Invoice Date	Invoice Amount	Account
05122018	GBS Athletics - Athletic Official - Boys' and Girls' Water Polo Sectionals 5/9 - 5/12/18	05/12/2018	245.00	
				99 L 990 1529 0000 30 830490
				245.00
				<i>Student Based Activity / Sports Tournaments Account</i>
05/09/2018	32072	Check	Hutton, Michael	245.00
Invoice Number	Description	Invoice Date	Invoice Amount	Account
05122018	GBS Athletics - Athletic Official - Boys' and Girls' Water Polo Sectionals 5/9 - 5/12/18	05/12/2018	245.00	
				99 L 990 1529 0000 30 830490
				245.00
				<i>Student Based Activity / Sports Tournaments Account</i>
05/09/2018	32073	Check	Rarau, Victor	245.00
Invoice Number	Description	Invoice Date	Invoice Amount	Account
05122018	GBS Athletics - Athletic Official - Boys' and Girls' Water Polo Sectionals 5/9 - 5/12/18	05/12/2018	245.00	
				99 L 990 1529 0000 30 830490
				245.00
				<i>Student Based Activity / Sports Tournaments Account</i>
05/09/2018	32074	Check	Schroeder, Joshua J	245.00
Invoice Number	Description	Invoice Date	Invoice Amount	Account
05122018	GBS Athletics - Athletic Official - Boys' and Girls' Water Polo Sectionals 5/9 - 5/12/18	05/12/2018	245.00	
				99 L 990 1529 0000 30 830490
				245.00
				<i>Student Based Activity / Sports Tournaments Account</i>
Total:				\$980.00

AP Check Register

AP Run: Converted AP Check Run: 21649 — Post Date: 2018-05-09 — AP Run Type: R

Glenbrook High School District 225

Check Date	Check Number	Payment Type	Name	Check Amount
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Converted AP Check Run: 21649 Summary

Type	Count	Amount
Regular	4	980.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Total:	4	\$980.00

AP Check Register

AP Run: Converted AP Check Run: 21760 — Post Date: 2018-05-10 — AP Run Type: R

Glenbrook High School District 225

Check Date	Check Number	Payment Type	Name	Check Amount
05/10/2018	32075	Check	University of South Carolina	100.00
Invoice Number	Description	Invoice Date	Invoice Amount	Account
05102018	GBS - Registration Fee for Counselor Fly-In Campus Tour 6/20 - 6/22/18	05/10/2018	100.00	
				10 E 300 2121 3320 30 002125
				100.00
				<i>Glenbrook South High School / College Resource Center</i>
				Total: \$100.00

Converted AP Check Run: 21760 Summary

Type	Count	Amount
Regular	1	100.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Total:	1	\$100.00

AP Check Register

AP Run: AP-R-05/17/2018 — Post Date: 2018-05-17 — AP Run Type: R

Glenbrook High School District 225

Check Date	Check Number	Payment Type	Name	Check Amount	
05/17/2018	32077	Check	Fourth Cliff Adventure Inc	16,132.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
506	GBN - Purchase and Installation of Climbing Wall	05/10/2018	16,132.00	20 L 200 4840 0000 00 009010	16,132.00
<i>Glenbrook North High School / Custodial Services</i>					
Total:				\$16,132.00	

AP-R-05/17/2018 Summary		
Type	Count	Amount
Regular	1	16,132.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Total:	1	\$16,132.00

AP Check Register

AP Run: AP-R-05/21/2018 — Post Date: 2018-05-21 — AP Run Type: R

Glenbrook High School District 225

Check Date	Check Number	Payment Type	Name			Check Amount
05/21/2018	32078	Check	Grassmuck, George			183.00
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount	
05222018	Glenbrook South-Athletic Official-Softball 5/22, 5/23 & 5/26/18	05/21/2018	183.00			
				99 L 990 1529 0000 30 830490	183.00	
				<i>Student Based Activity / Sports Tournaments Account</i>		
05/21/2018	32079	Check	Joras, Dana			228.00
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount	
05222018	Glenbrook South-Athletic Official-Soccer 5/22 & 5/25/18	05/25/2018	228.00			
				99 L 990 1529 0000 30 830490	228.00	
				<i>Student Based Activity / Sports Tournaments Account</i>		
05/21/2018	32080	Check	Katz, Ron			183.00
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount	
05222018	Glenbrook South-Athletic Official-Softball 5/22, 5/23 & 5/26/18	05/21/2018	183.00			
				99 L 990 1529 0000 30 830490	183.00	
				<i>Student Based Activity / Sports Tournaments Account</i>		
05/21/2018	32081	Check	Krzyzak, Eryk			60.00
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount	
05252018	Glenbrook South-Athletic Official-Volleyball 5/25 & 5/29/18	05/25/2018	60.00			
				99 L 990 1529 0000 30 830490	60.00	
				<i>Student Based Activity / Sports Tournaments Account</i>		

AP Check Register

AP Run: AP-R-05/21/2018 — Post Date: 2018-05-21 — AP Run Type: R

Glenbrook High School District 225

Check Date	Check Number	Payment Type	Name			Check Amount
05/21/2018	32082	Check	Krzyzak, Krystian			238.00
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount	
05252018	Glenbrook South-Athletic Official-Volleyball 5/25 & 5/29/18	05/25/2018	238.00	99 L 990 1529 0000 30 830490	238.00	
				<i>Student Based Activity / Sports Tournaments Account</i>		
05/21/2018	32083	Check	Kubek, Ralph			76.00
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount	
05212018	Glenbrook South-Athletic Official-Lacrosse 5/21/18	05/21/2018	76.00	10 E 300 1510 3105 30 005240	76.00	
				<i>Glenbrook South High School / Boys Lacrosse</i>		
05/21/2018	32084	Check	Levine, Tracy			238.00
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount	
05252018	Glenbrook South-Athletic Official-Volleyball 5/25 & 5/29/18	05/21/2018	238.00	99 L 990 1529 0000 30 830490	238.00	
				<i>Student Based Activity / Sports Tournaments Account</i>		
05/21/2018	32085	Check	Lombardo, Anthony			76.00
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount	
05212018	Glenbrook South-Athletic Official-Lacrosse 5/21/18	05/21/2018	76.00	10 E 300 1510 3105 30 005240	76.00	
				<i>Glenbrook South High School / Boys Lacrosse</i>		
05/21/2018	32086	Check	Neufeldt, Doug			228.00
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount	
05252018	Glenbrook South-Athletic Official-Soccer 5/22 & 5/25/18	05/25/2018	228.00	99 L 990 1529 0000 30 830490	228.00	
				<i>Student Based Activity / Sports Tournaments Account</i>		

AP Check Register

AP Run: AP-R-05/21/2018 — Post Date: 2018-05-21 — AP Run Type: R

Glenbrook High School District 225

Check Date	Check Number	Payment Type	Name	Check Amount
05/21/2018	32087	Check	Porterfield Joel	60.00
Invoice Number	Description	Invoice Date	Invoice Amount	Account
05252018	Glenbrook South-Athletic Official-Volleyball 5/25 & 5/29/18	05/21/2018	60.00	
				99 L 990 1529 0000 30 830490
				60.00
				<i>Student Based Activity / Sports Tournaments Account</i>
05/21/2018	32088	Check	Rodriguez, Noreen P	76.00
Invoice Number	Description	Invoice Date	Invoice Amount	Account
05212018	Glenbrook South-Athletic Official-Lacrosse 5/21/18	05/21/2018	76.00	
				99 L 990 1529 0000 30 830490
				76.00
				<i>Student Based Activity / Sports Tournaments Account</i>
05/21/2018	32089	Check	Stavropoulos, Peter	228.00
Invoice Number	Description	Invoice Date	Invoice Amount	Account
05252018	Glenbrook South-Athletic Official-Soccer 5/22 & 5/25/18	05/25/2018	228.00	
				99 L 990 1529 0000 30 830490
				228.00
				<i>Student Based Activity / Sports Tournaments Account</i>
05/21/2018	32090	Check	Teschendorf, Gale	76.00
Invoice Number	Description	Invoice Date	Invoice Amount	Account
05212018	Glenbrook South-Athletic Official-Lacrosse 5/21/18	05/21/2018	76.00	
				10 E 300 1510 3105 30 005340
				76.00
				<i>Glenbrook South High School / Girls Lacrosse</i>
Total:				\$1,950.00

AP Check Register

AP Run: AP-R-05/21/2018 — Post Date: 2018-05-21 — AP Run Type: R

Glenbrook High School District 225

Check Date	Check Number	Payment Type	Name	Check Amount
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AP-R-05/21/2018 Summary

Type	Count	Amount
Regular	13	1,950.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Total:	13	\$1,950.00

AP Check Register

AP Run: AP-R-05/21/2018b — Post Date: 2018-05-21 — AP Run Type: R

Glenbrook High School District 225

Check Date	Check Number	Payment Type	Name	Check Amount
05/21/2018	32091	Check	Northfield Township School Trustees	2,500.00
Invoice Number	Description	Invoice Date	Invoice Amount	Account
2485390	Surety Bond for the 2017 Life Safety Proceeds (8/1/2017 - 7/30/2018)	05/01/2018	2,500.00	
				10 E 100 2310 3192 10 002310
				2,500.00
				<i>Administraton / Board of Education</i>
				Total: \$2,500.00

AP-R-05/21/2018b Summary		
Type	Count	Amount
Regular	1	2,500.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Total:	1	\$2,500.00

AP Check Register

AP Run: AP-R-05/23/2018 — Post Date: 2018-05-23 — AP Run Type: R

Glenbrook High School District 225

Check Date	Check Number	Payment Type	Name			Check Amount
05/23/2018	32092	Check	Burnham, David or Catherine			1,000.00
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount	
Invoice5222018	Stanley B. Kopielski Scholarship - Sarah Burnham	05/23/2018	1,000.00	99 L 990 1529 0000 20 820990	1,000.00	
				<i>Student Based Activity / Student Association Account</i>		
05/23/2018	32093	Check	Buttimer, William or Jeanne			2,500.00
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount	
Invoice5222018	Witty Family Community Leader Scholarship - Ethan Buttimer	05/23/2018	2,500.00	99 L 200 4820 0000 20 482277	2,500.00	
				<i>Glenbrook North High School / GBN Scholarship - Witty Family</i>		
05/23/2018	32094	Check	Cho, Paul or Jennifer			1,000.00
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount	
Scholarship5212018	Hynda Gamze Educational Scholarship - Matthew Cho	05/21/2018	1,000.00	99 L 990 1529 0000 20 820853	1,000.00	
				<i>Student Based Activity / Scholarship-kelly Pedersen Account</i>		
05/23/2018	32095	Check	Corfield, Susan K			250.00
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount	
Scholarship5212018	Z.A.C. Resiliency Scholarship - Ryan Corfield	05/21/2018	250.00	99 L 990 1529 0000 20 821337	250.00	
				<i>Student Based Activity / Zac Resiliency Award Account</i>		

AP Check Register

AP Run: AP-R-05/23/2018 — Post Date: 2018-05-23 — AP Run Type: R

Glenbrook High School District 225

Check Date	Check Number	Payment Type	Name			Check Amount
05/23/2018	32096	Check	Duncan, Kathleen			250.00
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount	
Scholarship5212018	Z.A.C. Resiliency Scholarship - Jackson Duncan	05/21/2018	250.00	99 L 990 1529 0000 20 821337	250.00	
				<i>Student Based Activity Account</i>	<i>/ Zac Resiliency Award</i>	
05/23/2018	32097	Check	Glass, Daniel or Sheryl			500.00
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount	
Scholarship5212018	Lifesource Blood Drive Scholarship - Cameron Glass	05/21/2018	500.00	99 L 990 1529 0000 20 820572	500.00	
				<i>Student Based Activity Account</i>	<i>/ Interact Club-rotary</i>	
05/23/2018	32098	Check	Habitat For Humanity - Battle Creek Area			3,450.00
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount	
Invoice5222018	Glenbrook Summer School - Registration Fee Section 3	05/16/2018	3,450.00	10 L 100 4010 0000 00 001162	3,450.00	
				<i>Administraton</i>	<i>/ Summer Service Learning</i>	
05/23/2018	32099	Check	Habitat For Humanity - Hiawatha Land			13,100.00
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount	
Invoice5222018	Glenbrook Summer School - Registration Fee Sections 1,2,4 & 5	05/22/2018	12,900.00	10 L 100 4010 0000 00 001162	12,900.00	
				<i>Administraton</i>	<i>/ Summer Service Learning</i>	
Invoice5222018A	Glenbrook Summer School - Cleaning Fee Sections 1,2,4 & 5	05/22/2018	200.00	10 L 100 4010 0000 00 001162	200.00	
				<i>Administraton</i>	<i>/ Summer Service Learning</i>	

AP Check Register

AP Run: AP-R-05/23/2018 — Post Date: 2018-05-23 — AP Run Type: R

Glenbrook High School District 225

Check Date	Check Number	Payment Type	Name			Check Amount
05/23/2018	32100	Check	Hanover, Jonathan or Susan			1,500.00
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount	
Reimburse5222018	Parent Reimbursement - Evaluation Agreement	04/29/2018	1,500.00	10 E 100 1220 3190 10 001320	1,500.00	
				Administraton / Developmental Learning Skills		
05/23/2018	32101	Check	Ivanchenko, Volodymyr or Yevheniya			5,000.00
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount	
Scholarship5212018	William Simonsen Memorial Scholarship - Anton Inavchenko	05/21/2018	5,000.00	99 L 990 1529 0000 20 821331	5,000.00	
				Student Based Activity / William Simonsen Memorial Account		
05/23/2018	32102	Check	Keller, Gary or Juli			1,000.00
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount	
Scholarship5212018	Janna Sugar Memorial Scholarship - Danielle Keller	05/21/2018	1,000.00	99 L 990 1529 0000 20 820850	1,000.00	
				Student Based Activity / Scholarship-janna Sugar Memori Account		
05/23/2018	32103	Check	Kim, Thomas or Kim Sarah			5,000.00
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount	
Scholarship5212018	William Simonsen Memorial Scholarship - Esther Kim	05/21/2018	5,000.00	99 L 990 1529 0000 20 821331	5,000.00	
				Student Based Activity / William Simonsen Memorial Account		
05/23/2018	32104	Check	Patris, Jeffrey or Denise			1,000.00
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount	
Scholarship5212018	Peer Group Scholarship - Rachel Patris	05/21/2018	1,000.00	99 L 990 1529 0000 10 810810	1,000.00	
				Student Based Activity / Peer Group Scholarship Account		

AP Check Register

AP Run: AP-R-05/23/2018 — Post Date: 2018-05-23 — AP Run Type: R

Glenbrook High School District 225

Check Date	Check Number	Payment Type	Name	Check Amount	
05/23/2018	32105	Check	Rabin, Angela	250.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
Scholarship5212018	Z.A.C. Resiliency Scholarship - Abigail Rabin	05/21/2018	250.00	99 L 990 1529 0000 20 821337	250.00
				<i>Student Based Activity Account / Zac Resiliency Award</i>	
05/23/2018	32106	Check	Schueler, Bryan or Susan	2,500.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
Invoice5222018	Witty Family Community Leader Scholarship - Mark Schueler	05/23/2018	2,500.00	99 L 200 4820 0000 20 482277	2,500.00
				<i>Glenbrook North High School / GBN Scholarship - Witty Family</i>	
05/23/2018	32107	Check	Tucker, Scott or Debbie	250.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
Scholarship5212018	Z.A.C. Resiliency Scholarship - Melissa Tucker	05/21/2018	250.00	99 L 990 1529 0000 20 821337	250.00
				<i>Student Based Activity Account / Zac Resiliency Award</i>	
				Total:	\$38,550.00

AP-R-05/23/2018 Summary		
Type	Count	Amount
Regular	16	38,550.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Total:	16	\$38,550.00

AP Check Register

AP Run: AP-R-06/01/2018 — Post Date: 2018-06-01 — AP Run Type: R

Glenbrook High School District 225

Check Date	Check Number	Payment Type	Name	Check Amount	
06/01/2018	32108	Check	Wayne Griffin Travel & Cruise Services Inc	2,800.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
M37EZ9	Glenbrook South - Spanish Exchange 2019 Airfare Deposit	05/17/2018	2,800.00	99 L 990 1529 0000 30 830925	2,800.00
				<i>Student Based Activity / Spanish Exchange Account</i>	
				Total:	\$2,800.00

AP-R-06/01/2018 Summary		
Type	Count	Amount
Regular	1	2,800.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Total:	1	\$2,800.00

AP Check Register

AP Run: AP-R-06/11/2018 — Post Date: 2018-06-11 — AP Run Type: R

Glenbrook High School District 225

Check Date	Check Number	Payment Type	Name	Check Amount	
06/11/2018	32109	Check	Wasserstrom, Marlene A	800.00	
Invoice Number	Description	Invoice Date	Invoice Amount	Account	Amount
05102018	Alternative Placement Tutoring - 5/1, 5/3, 5/8 & 5/10/18	05/10/2018	400.00	10 E 100 3700 1347 10 004300	400.00
				<i>Administraton / Title I - Basic</i>	
05242018	Alternative Placement - Tutoring 5/15, 5/17, 5/22 & 5/24/18	05/24/2018	400.00	10 E 100 3700 1347 10 004300	400.00
				<i>Administraton / Title I - Basic</i>	
Total:				\$800.00	

AP-R-06/11/2018 Summary		
Type	Count	Amount
Regular	1	800.00
ACH Checks:	0	0.00
Wire Transfers:	0	0.00
Total:	1	\$800.00

AP Check Register

Summary by Fund

Glenbrook High School District 225

Fund	Total
10 - Education Fund	21,678.00
20 - Operations & Maintenance Fund	16,132.00
99 - Student Activities Fund	26,002.00
	\$63,812.00